

# MILTON ABBOT GROUPED PARISH COUNCIL

(Parishes of Milton Abbot, Chillaton, Dunterton and Bradstone)

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## To all Members of the Council

You are hereby summoned to attend a Meeting of Milton Abbot Grouped Parish Council on **Wednesday 6<sup>th</sup> July 2016 at Milton Abbot Village Hall** for the purpose of transacting the business set out below.

Members of the public are welcome to attend.

*E James*

**Emma James, Clerk to the Council**

Thursday 30<sup>th</sup> June 2016

## A G E N D A

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Confirmation of the Minutes of the annual and ordinary meetings held on 18<sup>th</sup> May 2016**
4. **Open Session – Members of the Public may speak regarding parish matters**
5. **Planning**

Applications: The Parish Council is requested to consider the below listed applications;

- a) 1565/16/LBC: Duke Cottage, 2 The Village, Milton Abbot  
Listed building consent for a proposed replacement back door and frame  
<http://www.westdevon.gov.uk/planningdetails?RefType=APPPlanCase&KeyNo=0&KeyText=161619>
- b) 1579/16/VAR: Lamber Hey, 12 Venn Hill, Milton Abbot  
Variation of condition No 2 (Approved Plans) of planning consent 01830/2011 to allow for minor material amendments  
<http://www.westdevon.gov.uk/planningdetails?RefType=APPPlanCase&KeyNo=0&KeyText=161633>  
Cllrs Hough, Tucker, Anderson and Cox attended a site meeting with the residents of a neighbouring property on 22<sup>nd</sup> June. The attached document, Appendix A, provides further details and a report from Cllr Hough.

Appeal Decision:

APP/Q1153/W/15/3039116: (App No 01013/2014) Land at Ramsdown, Milton Abbot  
Erection of a wind turbine (estimated output of 500kw) with 50m maximum hub height and maximum tip height of 77m, formation of vehicular access track and associated infrastructure.

**Dismissed**

Decisions: For Cllrs to note:

- a) 1075/16/HHO: Hardstone Cottage Lane to Woodtown Farm Dunterton  
Householder application for removal of existing conservatory, erection of link extension.  
**Conditional Approval**
- b) 0624/16/HHO: Leigh Ball Cottages Road from Milton Green to Leigh Cross Milton Abbot

Householder application for a construction of a single storey extension

**Refused**

- c) 0625/16/LBC: Leigh Ball Cottages Road from Milton Green to Leigh Milton Abbot  
Listed building consent for the construction of a single storey extension.  
**Refused**
- d) 1091/16/TCA: 11 Lutyens Fold, Milton Abbot  
Works to a Tree in a Conservation Area  
**Allowed**
- e) 00850/2015: Land at Hotel Endsleigh, Milton Abbot  
Proposed conversion of and extension to the former fish hatchery to form a dwelling.  
**Withdrawn**

## 6. Progress Reports

To review and consider updates since the last meeting;

### Felldownhead Road

Following the disappointing response from Simon Phillips suggesting that the Parish Council make a formal complaint should any further details be required or in order to continue to progress with a resolution of traffic issues, a request under the Freedom of Information Act was made to the Highways Department by the Clerk on 22<sup>nd</sup> May for a copy of the Highway Departments Statutory Obligations and Guidelines.

Highways Department have responded, a copy of which is at Appendix B, advising that the requested documents are available on their website:

- Highways Act 1980  
<http://www.legislation.gov.uk/ukpga/1980/66/contents>
- Traffic Management Act 2004  
<https://www.gov.uk/government/collections/traffic-management-act-2004-overview>
- Traffic Signs Regulations and General Directions 2016  
<https://www.gov.uk/government/publications/traffic-signs-regulations-and-general-directions-2016-an-overview>
- Highway Asset Management Policy  
<https://new.devon.gov.uk/roadsandtransport/highway-asset-management/>

### Retaining wall, Milton Abbot

Financial Regulations advise that contracts with a value of less than £10,000<sup>1</sup> for the execution of works or specialist services the RFO should obtain 3 quotations. Work over this amount should be invited by way of tenders from at least 3 companies. In all, 6 companies have been asked to provide a quote for this work, the previous 3 having failed to respond as reported in the May meeting. Therefore, should the Council choose to accept a quotation above £10,000, consideration should be given to re-tendering, or formally approving the suspension of these regulations<sup>2</sup> to allow the work to be completed in a timely manner. The Parish Council should note that choosing to suspend Financial Regulations could result in a contract not being of best value, being procured.

Quotes (excluding VAT) to make the wall safe have been received from contractors, see **Appendix C**;

Quote A) £ 6,350

Quote B) £ 13,000

Quote C) £ 20,000 (this is not a fixed quotation)

The quotes talk about re-building parts of the wall. Whilst this would remove any current structural issues, and it would be reasonable to conclude that the wall will be safe once reconstructed, neither

<sup>1</sup> Financial Regulations - Item 11.1h

<sup>2</sup> Financial Regulations – Item 15.2

company have provided any sort of warranty that this will be the case. The earth bank behind the wall has not been subject to a structural survey and there is the potential that any other work required to either the wall or the bank may have been overlooked, leaving the possibility that movement could reoccur in the future.

It is possible that, being within a conservation area, a planning application may be required to be submitted. Enquiries have been made by the Clerk who is awaiting a response from the Conservation Officers at WDBC.

Highways Department have indicated that rather than closing the road it might be possible for the Council to apply for a Section 171 Licence which permits storage of materials on the highway. The fee for such a licence being £65 compared to approximately £600 for a road closure.

**The Parish Council is requested** to consider the quotations and the way forward.

#### Devon Air Ambulance Trust (DAAT) – Night Flying Initiative

As previously reported to the Council, the DAAT are looking into increasing their flying time through the hours of darkness and are asking communities to identify suitable landing sites, for which the provision of lighting will need to be provided by the community.

Update to be provided by Cllr Edmonds who had previously agreed to look into the possibility of TAP funding for the parishes of Milton Abbot and Lifton to assist in this project.

#### Chillaton Traffic Issues

Cllr Asbridge has prepared a report, Appendix D, detailing progress with regards to traffic issues in the village of Chillaton. **The Parish Council is requested** to consider the report and the subsequent options provided, which are;

- i) Endorsing the need for a professional study into remedial traffic management measures in Chillaton, funded by contributions from local residents.
- ii) Authorising the Clerk to receive contributions from residents and deposit them in the PCs bank account.

#### Joint Local Plan and MACKPlan

WCBC, South Hams District Council and Plymouth City Council are working together on a 'Joint Local Plan', rather than having separate 'Our Plans'. Attached at Appendix E, is a report from Cllr Asbridge outlining the details to date. The associated MACKPlan evidence base can be viewed at Appendix E (i).

## **7. Financial Matters**

#### Bank Reconciliation and Budget

Attached at Appendix F is a bank reconciliation dated 20<sup>th</sup> June 2016 which is based on bank statements obtained on that date, at Appendix G is the Budget Monitor, also dated 20<sup>th</sup> June. The budget monitor includes all payments made to date apart from the Clerks salary for June.

#### Grants to PCC's and Other Organisations

In January (Min No 98:15/16), the Parish Council reviewed current levels of grant aid to PCCs and Kelly Village Hall, and agreed to continue to make donations to all of the groups at the current rate for the next financial year, 2016/17. Provision to do so was made in the budget for 2016/17 and authority is now sought to make payments to the organisations concerned, as follows:

Bradstone/Kelly PCC	£ 100
Dunterton PCC	£ 175
Kelly Village Hall	£ 100
Marystowe PCC	£ 315
Milton Abbot PCC	£ 315

Milton Abbot Community Group (MACG) have also made a request. The group have received permission from Highways Department to add a tourist sign to existing road signs highlighting the

children's play area, which they believe many people do not realise exists. There is a fee of £150 for this and MACG have requested that the Parish Council assists by providing funds to paying this fee.

**The Parish Council is requested to:**

- i) provide authority to make payments to the PCC's and Kelly Village Hall
- ii) consider whether or not to award a grant to MACG

Payments

**The Parish Council is requested** to authorise the below listed items for payment:

- a) Payment of £24 to Milton Abbot Village Hall for hire of Reading Room for Parish Council meetings in November 2015, March and April 2016
- b) Grants to PCC's and other organisations as above, and as approved.

To note Clerk's pay:

- 31<sup>st</sup> May and 30<sup>th</sup> June 2016: **Payments of £119.41 and HMRC element £29.80 for May and £157.41 for June, have been made by BACS. Due to a change in Tax code there was no Tax to pay in June, in fact an overpayment of £8.20 was refunded to the Clerk. Hodgsons Accountants advise that this will be repaid by HRMC in due course.**

On-Line Banking

The 2<sup>nd</sup> authorisation issue for on-line BACS payments has been resolved with all payments now requiring the authorisation of 2 Councillors. Payments by this method have now resumed.

At the meeting on 18<sup>th</sup> May it was resolved that additional Councillors, Cllrs Pahlsson and Hough would sign up to on-line banking to ensure resilience should one of the other Cllrs be unavailable. Cllr Pahlsson has been emailed the relevant email link, however as Cllr Hough is not an existing signatory this would have to be completed first.

The **Council is requested** to either authorise Cllr Hough as a signatory, remain with 3 Cllrs with on-line access or authorise an existing signatory to sign up.

## **8. Rural Broadband:**

Poor broadband coverage in rural parts of the Country is an issue for many people, including people within the Parish. A map giving an idea of when, or if, areas will receive superfast fibre broadband can be found here - <https://www.connectingdevonandsomerset.co.uk/where-when/?geog=E07000047>.

Superfast broadband is already available in most parts of Chillaton and due to go live in Milton Abbot in July 2016. Dunterton, Bradstone and some other areas around villages in the parish are shown as not being covered in the programme at this time but all premises within the Connecting Devon and Somerset intervention area that currently receive less than 2Mbps should benefit from the programme through an upgrade of speeds to at least 2Mbps by the end of 2016.

Voucher Scheme

Connecting Devon and Somerset has committed to bringing broadband to everyone within the programme area. Persons not yet able to receive broadband speeds of over 2Mbps may be able to get connected through the voucher scheme. The scheme provides a subsidy of up to £500, in the form of a voucher code, to fund the installation of a new broadband connection. Each premise can choose their supplier from an approved list; with every solution guaranteeing a minimum of 10Mbps download speed.

Applications are open until the 30th of November 2016 allowing suppliers time to complete installations and claim funding within the financial year of the scheme. Vouchers are available to individual residents, small businesses and communities who must approach the approved suppliers on the scheme for further details of their services and decide on the best fit with their requirements. Communities should work with suppliers to decide on a solution, however the individual voucher holder is able select their own supplier and a group cannot make a decision on behalf of another. Any premises connected through the scheme are still eligible for later extensions of the broader programme.

## **9. Risk Assessment**

Following the annual review of the Council's Risk Assessment in May, the Clerk was tasked to undertake actions to minimise some of the risks;

1. *Make enquiries of all the operators of premises used by the Parish Council, to ensure that they comply with relevant health and safety legislation.*

There are 2 premises that the Parish Council uses on a regular basis, Milton Abbot Village Hall Marystowe Church Hall. The secretary for both locations has been contacted and information requested which, to date, is awaited.

2. *Ensure an annual inspection of all premises and equipment owned by the Parish Council is undertaken.*

The Parish Council's assets are;

- Parcel of land leased from Bedford Estate
- Noticeboards in Chillaton and Milton Abbot
- Vehicle activated signs in Chillaton
- Samsung Galaxy Tablet

**It is recommended** that a Chillaton Cllr be nominated to inspect the assets in Chillaton, the Clerk the noticeboard in Milton Abbot and Milton Abbot Cllrs the Bedford Estate land. All assets should be inspected on an annual basis, prior to setting the coming year's budget. The tablet should be kept in good order by its user and any defects reported to the Council.

3. *Carry out a review of the Council's record keeping and produce proposals for the safe and efficient use of computer systems for internal communication and archives, particularly in respect to electronic records.*

**It is recommended** that the following actions be considered by the Parish Council:

- 2 USB sticks to be purchased, approximately £15 each. 1 should be held by a nominated Cllr and should swapped with an updated one, provided by the Clerk, at every meeting to ensure an up-to-date copy is held outside of the Clerk's premises – to be sealed in an envelope and only opened in the event of an emergency.
- Main passwords such as clerks email, to be held by a nominated Cllr in case of emergency
- Archive hardcopy of papers to be reviewed annually by the Clerk in the autumn and statutory documentation, once no longer required to be readily available, to be sent to the Records Office for safe keeping.

## 10. Councillors' reports and items for future agenda

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

## 11. Dates of future meetings

3 <sup>rd</sup> August 2016*	Marystowe Church Hall
7 <sup>th</sup> September 2016	Marystowe Church Hall
5 <sup>th</sup> October 2016*	Milton Abbot Village Hall
2 <sup>nd</sup> November 2016	Milton Abbot Village Hall
7 <sup>th</sup> December 2016*	Marystowe Church Hall
4 <sup>th</sup> January 2017	Marystowe Church Hall
1 <sup>st</sup> February 2017*	Milton Abbot Village Hall
1 <sup>st</sup> March 2017	Milton Abbot Village Hall
5 <sup>th</sup> April 2017*	Marystowe Church Hall

3<sup>rd</sup> May 2017  
4<sup>th</sup> May 2017 (Thursday)

Annual Parish Meeting for Chillaton - Marystowe Church Hall  
Annual Parish Meeting for Milton Abbot, Dunterton and Bradstone  
in Milton Abbot Village Hall followed by the Parish Council Annual  
and Ordinary meetings

*Note: Meetings dates followed by \*\* are additional meetings which may be cancelled if not required. All meetings are on Wednesdays at 7.30pm unless otherwise specified*